PTA – Friends of Westfield

Registered Charity No. 1186049

Annual General Meeting Minutes

Meeting Date: Monday 28 September 2026

Time: 18.15-19:15

Attendees: Victoria, Chloe, Sylvie, Chloe, Gemma, Jo, Andrea, Sarah, Andrea, Bella, Lucy, Liva

1. Welcome and introductions

Attendees were welcomed to the meeting and introductions were made. The agenda was noted as follows:

- Review of the previous year
- Committee elections
- Spending requests from the school
- Fundraising events for the year ahead

2. Review of the previous year

The meeting noted that the PTA raised £9,884 during the 2025/26 year and spent £10,700. It was confirmed there was additional funds remaining in the bank account that could be made available for school requests.

- **Fundraising activity** – Fundraising activity during the year included the Halloween Disco, Christmas Auction, Santa's Grotto, Christmas Fair, Happy Bags, donut and cake sales, ice cream sales, the Summer Fair, Wonka bars, the School Lottery and Easyfundraising.
- **Expenditure** – The core fundraising project for the year was the reading room, with the PTA contributing **£5,200** towards its development. Further funds supported school trips, the pantomime, a Young Voices banner, Christmas class gifts, gardening equipment and books.

3. Committee elections

Jo was thanked for her dedication and support to the PTA over the past 10 years.
The responsibilities of each committee role were outlined and an election was held for the 2026/27 committee. The following posts were confirmed:

- Co-Chairs: Kat Beadle and Chloe Moss
- Co-Treasurer: Gemma Bradshaw and Sylvie Fail
- Secretary: Victoria Schofield

Other roles and responsibilities

- Vinted shop: Andrea
- Social media: Amy
- Auction, including handover from Victoria: Liva and Andrea
- Grants: to be confirmed
- Easyfundraising: to be confirmed
- School Lottery: to be confirmed
- Pre-loved uniform: to be confirmed

4. Spending requests from the school

The following requests were presented for consideration and the school confirmed quotes would be shared to support the PTA fundraising plans:

- Outdoor reading area/story shed
- Painted floor and entrance area by the front gates
- Microphones for school performances and assemblies
- Wooden benches for the wildlife garden

5. Events for 2026/27

Autumn term

- Friday 18 September: Happy Bags, raising £131.40
- Monday 28 September: AGM, 6.15 pm to 7.15 pm
- Friday 2 October: Donut Friday
- Tuesday 13 October: Pre-loved uniform sale at parents' evening, 3.00 pm to 5.30 pm
- Thursday 15 October: Pre-loved uniform sale at parents' evening, 3.00 pm to 5.30 pm
- Friday 6 November: Donut Friday
- Wednesday 11 November: Autumn/Halloween Disco at Woking FC, 4.30 pm to 5.30 pm and 6.00 pm to 7.00 pm
- Wednesday 25 November: Christmas Fair, 2.30 pm to 4.30 pm
- Friday 4 December: Donut Friday
- Friday 11 December: Santa's Grotto, 9.00 am to 1.00 pm
- December, dates to be confirmed: Christmas online auction

Spring and summer terms

Further events remain to be discussed and planned.

- February/March, dates to be confirmed: £20.27 in 2027 sponsorship challenge
- Easter egg tombola
- Wednesday 14 July: Summer Disco
- Date to be confirmed: Summer Fair
- Date to be confirmed: Summer Auction

2027/28 school year

- Wednesday 13 October: Halloween/Autumn Disco

6. Any other business

The following points were raised for further discussion or action:

- Introduce a PayPal QR code for donations.
- Keep parents informed of donation progress and the items or projects being funded.
- Clarify why the stage is not being used for performances and assemblies.
- Consider clearing and upgrading the stage as a focus area.
- Explore an external sound system for outdoor use.
- Consider an adults' quiz or bingo night – and if school would allow use of the hall of an evening.
- Review alcohol licensing requirements – and if school would allow this.
- Explore ways to improve parent engagement.
- Consider a prize draw for donors.
- Consider incentives for volunteers, such as fair games or a free disco ticket.